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ABSTRACT

This report summarizes eight months of work on a study of recent development in career guidance and vocational counseling for women. The original objectives of the project, as stated in the Human Interaction Research Institute (HIRI) contract proposal, were: (1) to review and analyze studies concerning the participation of women in the labor market; (2) to derive the career counseling implication of these findings for women; and (3) to develop the information and conclusions into formats readily usable by both counselors and women who are making career decisions. During the course of the study, research investigations in the subject area published during the past 10 years and studies currently underway were identified and screened for acceptability based on the methodological and statistical soundness of their design. Studies passing the initial screening were classified under one of three general areas: (1) women's participation in the labor force; (2) women's educational and training opportunities; and (3) issues relating to sex differences which affect women's participation in the labor force. Each classified group of documents was analyzed to yield both current and trend data, highlighting differences prior to and after recent federal legislation. The subsequent analysis of the literature highlighted findings as they varied for several subpopulations of women. Finally, the findings derived were synthesized and evaluated to yield information of practical utility to counselors and to women making career decisions. This document is one of the study products developed to contain these findings. (Author)

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•FINAL REPORT•

WOMEN: ISSUES OF CAREER GUIDANCE AND VOCATIONAL COUNSELING

NIE Contract C-74-0100

submitted by

Human Interaction Research Institute
10889 Wilshire Boulevard, Suite 1120
Los Angeles, California 90024

to

National Institute of Education
Career Education Program
Washington, D.C.

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January, 1975

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U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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•Table of Contents•

Summary of Work Completed 1

Project Objectives
Work Completed
Future Development

Study Products 10

I. Women at Work: A Counselor's Sourcebook*

II. Selected Annotated Bibliography on Women at Work*

III. Women at Work: Things Are Looking Up*

*paginated independently

•Summary of Work Completed•

This final report has two major sections: (1) this summary statement, and (2) the study products developed during the seven months of the project. The summary section of the report is deliberately brief, because the actual findings of our study are presented in the products themselves. Here we briefly review the original objectives of the project, synopsize each of the seven months of project work, and conclude with a statement concerning possible future developments.

•Project Objectives•

The original objectives of this project, as stated in the Human Interaction Research Institute (HIRI) contract proposal, were:

(1) to review and analyze studies concerning the participation of women in the labor market;

(2) to derive the career counseling implication of these findings for women;

(3) to prepare the information and conclusions developed in formats readily usable by both counselors and women who are making career decisions.

Further, according to the original statement of work to be completed, research studies in the subject area published during the past ten years and studies currently underway were to be identified and screened for acceptability based on the methodological and statistical soundness of their design. Studies passing the initial screening were to be classified under one of three general areas: (1) women's participation in the labor force; (2) women's educational

and training opportunities; and (3) issues relating to sex differences which affect women's participation in the labor force. Each classified group of documents was to be analyzed to yield both current and trend data, highlighting differences both before and since recent federal legislation. Analysis of the literature was to highlight findings as they vary for several subpopulations of women. Finally, findings derived were to be synthesized and evaluated to yield information of practical utility to counselors and to women making career decisions, for inclusion in the study products.

The final project report was intended to have four separable parts: (1) Abstract and Summary Statement of Work Completed; (2) Counselors Guide; (3) Educational Consumer's Report: Women in the Work Force; and (4) Annotated Bibliography. The preliminary drafts of these products were to be reality tested during a two-day workshop, to be attended by representative women seeking career counseling, practicing career counselors and the project team. A nationally known expert also was to review the draft final report. Following incorporation of revisions suggested by the workshop and the expert consultant, a final version was to be delivered to NIE.

•Work Completed•

The contract project began June 1, 1974. It was orginally scheduled to end November 30, 1974; however, a two-month extension without additional funding was approved October 10, 1974, so that the project termination date was extended to January 31, 1974. Activities for each project month are synopsized below.

■ Month 1 (June, 1974)

The first month was devoted to three major activities: (1) administrative organization of the project; (2) staffing; and (3) beginning the literature search and retrieval process.

The plan of action for the study was reviewed and refined by project staff, and contact was made with the NIE Project Officer. A satelite office for the project was set up at UCLA to facilitate access to and use of library materials there.

Dr. Helen Astin was retained as the Project Consultant. A research assistant, Mrs. Ann Phelps was recruited in lieu of a project secretary, since most of the initial project work would not require secretarial services.

The literature search and retrieval focused on the following resources:

(1) HIRI's in-house library
(2) personal libraries of the Principal Investigator and Project Consultant
(3) various UCLA libraries
(4) NIE, through materials provided directly by the Project Officer
(5) various facilities queried through correspondence

Card Catalogs, available annotated bibliographies, and abstracting publications have been used to help access library material. Search correspondence was initiated with a variety of organizations and individuals.

The major problem encountered during the June start-up phase concerned efficient and effective appraisal and organizing of the relevant literature which was of uneven quality and poorly organized. To deal with this problem,

a simple card form was devised for entering primary references. The reverse side of this card was formatted to contain a 100-word abstract for each document reviewed.

- Month 2 (July , 1974)

The literature search and analysis continued during Month 2. Tentative outlines for the study products were revised through review by a number of persons, including the Project Consultant. The Research Assistant developed a refined format for the annotated bibliography.

On July 31, the NIE Project Officer completed a one-day site review of the project in Los Angeles.

- Month 3 (August, 1974)

During this month, the literature review and analysis phase of the project was virtually completed. Some items previously requested trickled in through the mails, and these were incorporated as time permitted.

Drafts of the Counselor's Sourcebook and "Consumer Report" were begun. These drafts were to be further refined and prepared for use at the upcoming workshop.

The annotated bibliography was nearly completed in rough form, although additional references were to be added later. Further revisions for style and format were performed as time permitted.

Plans were made to identify appropriate persons (both counselors and women seeking career counseling) to attend the product review workshop. Invitations were planned to be sent out about one month in advance to potential participants.

The project officer was requested during the month to grant a two-month time extension without additional funding for the project.

Month 4 (September, 1974)

During this reporting period, the major activity was continuation of work on the final study products. The Principal Investigator revised drafts of both the "Counselors Sourcebook" and "Consumers Report"; the project Research Assistant was given responsibility for completing further work on the "Annotated Bibliography."

The Principal Investigator's relocation to the University of Illinois was completed during September. A purchase order was issued by the contractor to the University to permit efficient arrangements for xeroxing and typing related to project work. A number of contacts were made in the surrounding area with persons interested in the subject matter of the project. Some of these individuals were asked to review the study products, once further revisions were completed by project staff.

The "Annotated Bibliography" in its current rough draft form was sent to a staff person at the National Institute of Education, and to the American Personnel and Guidance Association.

Several writers in the subject area, such as Eleanor Maccoby and Lenore Harmon, forwarded pre-publication versions of professional papers they have written for inclusion in the project literature review.

Plans were made for a December product review workshop in Los Angeles, and for a subsequent review cycle to take place in Washington, D.C., the latter at the suggestion of the Project Officer.

■ Month 5 (October, 1974)

Revisions of the final study products continued during this reporting period. A new introduction to the "Counselors Sourcebook" was prepared, including a discussion of assumptions about the nature of learning and counselor roles that underlie the information presented in the "Sourcebook." The approach was intended to be characteristic neither of the feminist movement (with its heavy emphas s on social learning) nor existential counseling (strong emphasis on personal responsibility). Rather, an interactive orientation was maintained, as reflected in the work of Piaget, Bandura, Kolberg, Osipow, Super, Holland and others.

The project Research Assistant began a series of revisions of the annotated bibliography. Some titles were weeded out (e.g., because of weaknesses in methods of data analysis used); the remaining titles were classified according to "Sourcebook" chapter. By this classification, the bibliography was ordered as follows: Chapter I, 36 entries; II, 101; III, 14; IV, 66; V, 22; and VI, 5.

■ Month 6 (November, 1974)

During November, the basic project activity was finalizing a full draft of the "Counselor's Sourcebook" study project. This draft was delivered by the Principal Investigator to the Utilization Consultant on November 20.

The Research Assistant continued work on the annotated bibliography during this reporting period. The "Consumer's Report" was still being developed.

■ Month 7 (December, 1974

During this reporting period, the "Counselors Sourcebook" manuscript was revised and sent out to persons who participated in the product review workship.

This workshop was held from 9 A.M. to 5 P.M. on Saturday, December 21. Participants were Dr. Helen Astin, Ms. Carline Aviani, Dr. Ann Fogel, Ms. Marian Hunt, Ms. Alice Manion and Ms. Ann Phelps; conducting the workshop were Drs. Helen Farmer and Thomas Backer. During the course of this informally-run workshop, a wide variety of useful suggestions were given regarding the content and format of the "Counselors Sourcebook."

Participants recommended that the basic structure of the Sourcebook be recast, in order to reduce duplication and overlap, heighten clarity, and increase ease of access to the information provided. It also was suggested that counselors might find the information in the Sourcebook easier to use if it were arranged according to the major kinds of clients with which they have to deal -- minorities, divorced women, etc.

Participants agreed that as many accessing mechanisms as possible should be provided -- author index, title index, subhead index, and so forth. They cited the amount and complexity of the information the Sourcebook contains as the principal reason why such devices would be very helpful.

There also were a number of specific ideas regarding content that might be added -- e.g., a section on training of paraprofessionals, one on how to set up a vocational library in a counseling center, etc. However, participants agreed that it was more important (particularly in light of the tight time frame under which the project is operating) to refine and polish the information that already is contained in the Sourcebook than to add a great deal more.

Overall, reactions of participants at this Workshop about the "Counselors Sourcebook" were very favorable. They agreed that the document should prove useful to both counselors and researchers.

- Month 8 (January, 1975)

On January 16 another product review workshop was held in Washington to review all of the products of this study. Participants inspected draft versions of the "Counselors Sourcebook" and the "Consumer Report", and were able to look at a final version of the "Annotated Bibliography." The participants at this workshop included:

Jessie Bernard
(Visiting Scholar-NIE)

Bonnie Coe
(Department of Labor)

JoAnn Harris-Bowlsbey
(Project Discover)

Carol Crump
(Career Education Program, NIE)

Ken Hoyt
(Office of Career Ed. OE)

Mary Ellen Verheyden-Hilliard
(SEGO Project, APGA)

Lance Hodes
(Career Education Program, NIE)

Nancy J. Hunt
(Career Education Program, NIE)

Chris Lotze
(Career Education Program, NIE)

Ella Kelly
(Career Education Program, NIE)

Mary Lou Randour
(Career Education Program, NIE)

Becky Schergens
(Office of Assistant Secretary for Education)

Joan R. Thompson
(Office of Education, Women's Program Staff)

Ann Tickamyer
(Women's Research Program, NIE)

Margot Lyddane
(Career Education Office, OE)

Doris Shakin
(Career Education Office, OE)

Further suggestions for product improvements were made at this workshop. Also, the Principal Investigator and Resource Consultant met with NIE dissemination staff regarding possible commercial publication of the study products.

After the Washington meeting, final revisions were made, and each study product ready for delivery in fulfillment of contract obligations.

•Future Development•

The major development we expect and hope will follow from this project is the commercial publication of the three study products. Such publication would facilitate wider access to the products by counselors, researchers and women seeking career guidance. A letter has been sent to NIE requesting copyright authorization, and if this request is approved, a "Publishers' Alert" will be prepared for distribution to prospective publishers. Commercial marketing of the study products may include selling them individually or as a "package."

•Study Products•

•WOMEN AT WORK: A COUNSELOR'S SOURCEBOOK•

Product Overview

The Sourcebook is intended for use primarily by practicing counselors who are helping women and girls make career decisions. It also should be a useful reference source for researchers and counselor trainers.

Timely information has been provided in several domains: (1) Career opportunities for women, particularly in occupations formerly dominated by men; (2) Legal rights of women related to the world of work; (3) Counseling techniques and strategies, especially as these relate to multiple roles (e.g., homemaker/worker); and (4) What current social science research has to say about women in the work force. Perhaps even more importantly, the Sourcebook attempts to provide resources (address listings, etc.) in all these subject areas that can be tapped for further information.

The Sourcebook has six major chapters, a list of reference citations, and an extensive set of appendices.

•SELECTED ANNOTATED BIBLIOGRAPHY ON WOMEN AT WORK•

Product Overview

The Bibliography is intended to be used principally by social science researchers seeking an up-to-date resource for accessing the growing literature on women in the world of work. It may also have some utility for counselors interested in expanding their knowledge of the relevant literature.

The Bibliography contains 240 annotations of books, journal articles and miscellaneous reports from the recent literature. The works described range from studies of the labor market participation of women, to research investigations of psychological variables relevant to career choice for women.

Because the Bibliography was planned to be a companion piece to Women at Work: A Counselor's Sourcebook, it is organized according to the chapter titles and major subheads of that document. Individual annotations are presently roughly in their order of relevance to particular topics discussed in the Sourcebook.

●WOMEN AT WORK: THINGS ARE LOOKING UP●

Product Overview

This booklet is designed primarily for use by women and girls who are seeking career counseling in various settings. It is a condensation of what is contained in Women at Work: A Counselor's Sourcebook.

The booklet has eight sections concerned with various topics--new laws relevant to women in the workforce, child care opportunities, women's studies programs in colleges, job search skills, and so forth.